



# 2018 VEA Mini-Grant Proposals

***Do you have an idea but need  
money to implement it?***

The Virginia Education Association is proud to provide mini-grants to support members' ideas designed to improve student learning.

We invite you to submit your proposal for a VEA mini-grant for any amount up to \$500.

Guidelines and link available on VEA's website:

<http://www.veanea.org/home/grants-and-awards.htm>

***Important  
DATE!***

**Grant Deadline: September 24, 2018**

If you have any questions, please contact Sonia Lee in the Office of Teaching & Learning at [slee@veanea.org](mailto:slee@veanea.org) or 800-552-9554, ext. 333

# Proposal Guidelines

- You must be a member of the Virginia Education Association to apply for the mini-grant, to receive the funds, and during implementation of the project. If your project is a team effort, **you must all be and remain members of the Virginia Education Association.**
- Do **not** use your name, the name of your local association, your school, your school division, or your locality anywhere in the proposal.
- No handwritten proposals will be accepted. Comply with these specific guidelines:
  - Use a font no smaller than 12-point type. (This sentence is in 12 point type.)
  - Maintain one-inch margins
- No paper copies, faxes, bound copies, or presentation folders will be accepted.
- All entries *must be* received electronically by the VEA **no later than 4:30pm, September 24, 2018.** Submit your entry using the link –

<https://vea.link/2018veaminigrantapp>

- Winners will be required to submit an interim and a final report on their progress.
- If your proposal is funded, you will be notified in October 2018. Winning proposals may be published in VEA publications.
- Mini-grant awards will be limited to one grant per person/team per school year.

# Proposal Outline

All proposals must include the following:

- I. **Title of the project**
- II. **Brief project description:** In a short paragraph, not to exceed 100 words, please answer the following questions:
  1. What do you want to do?
  2. How does it improve student learning?
  3. What are the purpose and anticipated outcomes of the project? Please show correlation between proposal and K-12 curriculum.
  4. What unique need is targeted by this project?
- III. **Budget:** Itemize projected costs of the proposal. A bulleted list is preferred. State the total of the proposed budget.
- IV. **Activities:** Briefly describe what you and your students will do. (A bulleted list will suffice.)
- V. **Evaluation:** In a paragraph, not to exceed 100 words, tell us how you will measure the success of your project.

## Selection Criteria

Mini-grant winners will be selected in a blind screening by the VEA Instruction and Professional Development Committee. The committee will use the following scale to score each of the criteria listed below.

Points	Evidence
5	Clear and convincing
3	Clear but not convincing
1	Limited
0	Missing

- I. Impact on student learning
- II. Creativity and innovation
- III. Realistic budget
- IV. Well-defined activities
- V. Plan for evaluating the project